

How to Complete your Work Search Requirements

Instructions for Unemployment Insurance (UI) and Pandemic Emergency Unemployment Assistance (PEUC) Claimants



On May 3, 2021, Governor Ducey rescinded Executive Order 2020-11, reinstating the requirement to search for work beginning May 23, 2021.

This means that in order to be eligible for unemployment benefits, all claimants must complete work search activities.

This guide provides instructions on how to enter your work search activities in the Arizona Unemployment Insurance Benefits Portal at https://azuiinternetweeklyclaim.azdes.gov/ for claimants receiving regular Unemployment Insurance (UI) or Pandemic Emergency Unemployment Compensation (PEUC) benefits.

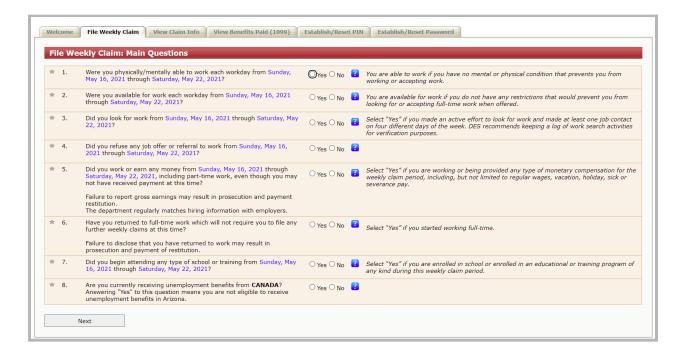
To be considered eligible to receive benefits with respect to any week, you must engage in a systematic and sustained effort to search for work:

- On at least 4 different days each week, AND
- Make at least 4 work search contacts each week

DES understands that preparing for a return to the workforce often involves more than simply applying for a job, which is why the Department accepts a variety of work search activities to fulfill your weekly work search requirement. View the full list of approved work search activities at des.az.gov/work-search.

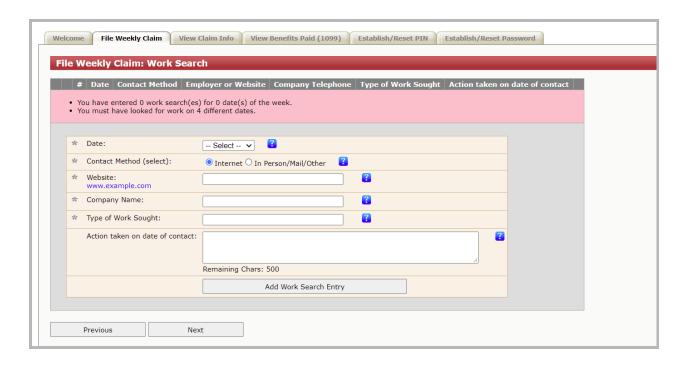
Logging Your Work Search Activities

- 1. Login to the weekly claims portal at https://azuiinternetweeklyclaim.azdes.gov/ by entering your social security number.
- On the "File a Weekly Claim" tab, you'll see questions pertaining to the work search activities you performed that week. Answer the questions to the best of your ability (see figure below).

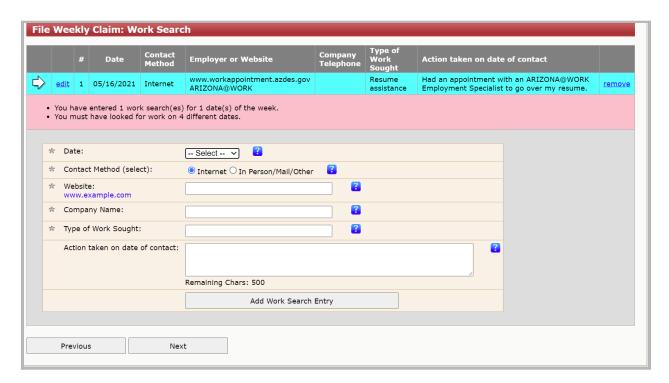


- 3. After answering all of the questions, hit "Next" to provide the:
 - Date you applied for a particular job
 - Way in which you applied
 - Employer's website
 - Company name
 - Type of work
 - Action taken on date of contact

(See figure below)



4. Once you complete and submit your first work search submission, you will have the opportunity to submit another entry (See figure below).



Note: A minimum of four work search activity entries on four different days of the week is required in order to receive compensation for a benefit week. If you applied for jobs, follow the prompts and complete the work search requirement.

Other Work Search Activities and Online Events

If you did not apply for a job, but did complete another approved work search activity, such as attending a job fair, employment workshop or networking event, enter the date of the activity (a full list of acceptable work search activities is listed on <a href="mailto:decaptable-decapt

If the activity was completed online, select "Internet" and enter the website that relates to your work search activity. Make sure you enter "www." at the front of the url. If you performed the work search activity in person, select "In Person/Mail/Other" and enter the physical address.

You may write the name of the company or organization that assisted you with your work search activity, or write "N/A" if this isn't applicable. Write a short description of the activity you completed in the "work sought" field, such as "Job Fair" or "Networking Event" and enter any specific details you have about the activity you completed within the "Action Taken" box. Please be as detailed as possible when entering in work search activity information.

5. After completing and submitting four work search activities, proceed to file your weekly claim as you normally would.

For more information about Arizona's Work Search requirements, please visit http://des.az.gov/work-search.